



City of Austin - JOB DESCRIPTION



AWU Operations Manager

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	19429	Salary Grade:	WG4
Approved:	June 18, 2013	Last Revised:	July 02, 2013

Purpose:

Under nominal direction, plans, directs and administers multiple divisions in the operations, maintenance, and support services of a water or wastewater program, which includes multiple facilities' or programs.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Determines divisional needs, develops, executes, and evaluates strategic short-range and long-range plans including three to five year forecasting for a variety of projects, programs, and division activities. Reviews, prepares, consolidates and monitors division-wide budgets.
2. Coordinates activities within the division, between Austin Water Utility, City departments, and with outside consultants, engineers, associations, regulatory agencies, neighborhood associations, and general public.
3. Interprets, explains, and ensures compliance with applicable policies, procedures, ordinances and federal/state regulations.
4. Evaluates programs for effectiveness and accomplishment of goals.
5. Develops/reviews, revises and approves procedures and specifications for plant, field or laboratory operations, equipment and technical instrumentation; analytical testing procedures, quality control programs, safety programs, and training programs.
6. Facilitates, conducts, attends meetings and represents the division on behalf of the Assistant Director, department and City.
7. Provides technical advice and assistance to internal and external customers.

Responsibilities - Supervisor and/or Leadership Exercised:

- Performs the full range of supervisory activities including selection, training, evaluation, counseling and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of water and wastewater operational programs.

Knowledge of local, state and federal water, wastewater and reclaimed water regulations.

Knowledge of city practices, policies and procedures.

Knowledge of safety practices and procedures.

Knowledge of supervisory and managerial techniques and principles.

Knowledge fiscal planning and budget preparation.

Skill in oral and written communication.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software.

Skill in planning and organizing.

Skill in analyzing complex data from various sources, synthesizing collected information, and developing sound decisions/recommendations

Ability to manage projects, develop and execute project timelines, delegating tasks, and evaluating progress from start up to completion of projects.

Ability to quickly recognize and analyze irregular events.

Ability to resolve problems or situations that require exercising tact, diplomacy and sound judgment.

Ability to work with frequent interruptions and changes in priorities.

Ability to make public presentations.

Minimum Qualifications:

- Graduation from an accredited four (4) year college or university with major coursework in a relevant field of study plus seven (7) years of progressively responsible experience related to the activities of the division, four (4) years of which must be in a supervisory or management capacity.

Licenses and Certifications Required:

- Appropriate Class "A" Water/Wastewater license from TCEQ or State of Texas Professional Engineers license.
- Texas Driver License

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.